

2

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Quarterly Planning Conference

FROM:

Chief

EXTENSION

NO.

OL 4067-84

STAT

Information and Management Support
Staff, OL

DATE

30 March 1984

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/L				
2. C/NBPO/OL				
3. C/P&TS/OL				
4. C/PMS/OL				
5. C/SS/OL				
6. C/LSD/OL				
7. C/P&PD/OL				
8. C/PD/OL				
9. C/RECD/OL				
10. C/SD/OL				
11.				
12.				
13.				
14.				
15.				

FORM
1-79

610

USE PREVIOUS
EDITIONS

30 MAR 1984

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

STAT FROM: -

Chief, Information and Management Support Staff, OL

SUBJECT: Office of Logistics Quarterly Planning Conference

REFERENCE: Multiple-addressee memo fm C/P&PS/OL, dtd 05 Oct 1983, subj Fourth Quarter Objective Review, and Planning Program for FY 1984 (OL 4138-83)

STAT
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1. The Office of Logistics' (OL) second FY 1984 Quarterly Planning Conference with the DDA has been scheduled for 18 April 1984, 1330 hours, [redacted] Updates for selected "FY 1984 Directorate-Level Objectives" will be presented at the conference. In preparation for the conference a dry run presentation to the Director of Logistics has been scheduled for 16 April 1984, 1330 hours, [redacted] Building. An agenda for both the dry run and the conference is at Attachment A.

2. Objective presentations to the DDA should not exceed five minutes and should cover the accomplishments and activities scheduled for the second quarter, problems and shortfalls, plans for the next quarter, and the long-term outlook for accomplishing the objective on schedule. At a minimum, an updated milestone chart should be used as a visual aid. Please provide updated milestone charts to IMSS by 06 April 1984. Responsible officers are also encouraged, whenever possible, to use photographs, viewgraphs, charts, etc., to supplement their oral presentations to the DDA.

OL 4067 84

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3. In addition to the above and as described in the referent, updates to "FY 1984 Office-Level Objectives" will be presented to the Director of Logistics at the staff and division biweeklies, scheduled as follows:

RECD	16 April	0900 Hours
LSD	17 April	0930 Hours
IMSS	18 April	0900 Hours
SD	23 April	0900 Hours
SS	23 April	1030 Hours
P&PD	24 April	0930 Hours
PMS	25 April	1000 Hours

Each OL component is responsible for presenting objective updates to the Director of Logistics. Milestone charts should be used to make presentations, and a copy should be provided to IMSS. IMSS will be represented at each of the biweeklies.

4. We have attached listings of "FY 1984 Directorate-Level Objectives" (Attachment B) and "FY 1984 Office-Level Objectives" (Attachment C) for easy reference. You should refer to the OL Five-Year Plan for a list of all objectives through FY 1988 and to the reference for additional information on objective reporting requirements.

5. Questions concerning the Quarterly Planning Conference or the biweekly presentations should be directed to on extension

A G E N D A

Office of Logistics Quarterly Planning Conference
18 April 1984 - 1330 Hours



Opening Remarks

Daniel C. King, D/L

Objectives

Develop Professionalism Program
within OL for both Blue and White
Collar Workers

Resolve Issues Related to Agency
Taking over Headquarters M&O in
FY 1985

Strengthen and Expand Personnel
Management Support in OL

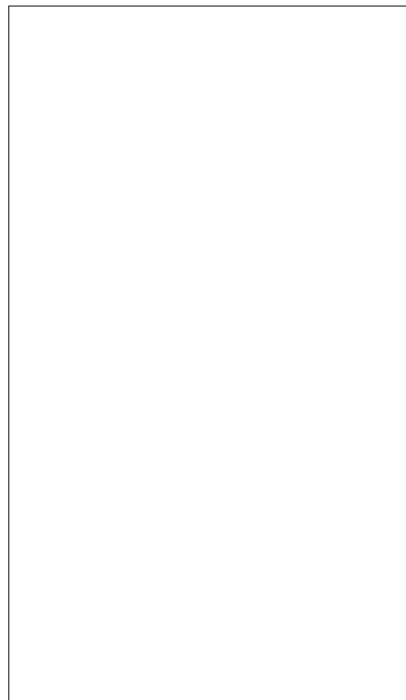
Develop Long-Range Plan for
Enhancement of CD Materiel
Storage Capacity



Implement the DDA's Quality of Life
Program

Closing Remarks

Daniel C. King



FY 1984 DIRECTORATE-LEVEL OBJECTIVES

Reportable to the DDA at Quarterly Planning Conference

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

Logistics Services Division (LSD)

- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.

FY 1984 Directorate-Level Objectives (continued)

- Implement corrective action to problems uncovered in the P&PD customer services questionnaire.

Procurement Division (PD)

- Expand personnel exchange program with external agencies.
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Real Estate and Construction Division (RECD)

- Resolve issues of Agency takeover of M&O of Headquarters facility from GSA.

- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Supply Division (SD)

FY 1984 OFFICE-LEVEL OBJECTIVES

Reportable to the Director of Logistics
at Biweekly Sessions

Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.

Procurement Management Staff (PMS)

- Continue support to OL and Procurement teams.
- Reorganize Procurement Management structure.
- Continue responsiveness to increasing Agency acquisition requirements by establishing new decentralized procurement teams as necessary.
- Integrate CONIF with LIMS.
- Develop policy and resolve key issues affecting acquisition.

Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

Logistics Services Division (LSD)

- Improve the response time of the Architectural Design Staff.
- Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
- Publicize LSD's Interior Design Consultant.
- Resolve problems associated with DCI portraits.

Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Evaluate the feasibility of making Foreign Standards Video-Tape Conversion available to the Agency.
- Conduct a P&PD Bindery Automation Study.
- Develop an automated Maintenance Program System for Division application.

FY 1984 Office-Level Objectives (Continued)

Real Estate and Construction Division (RECD)

- Construct Northside utility lines to Headquarters, including electrical feeders.
- Install dual setpoint summer/winter thermostats at Headquarters.

Supply Division (SD)

- STAT
- [REDACTED]
- Prepare feasibility study and recommendations for efficient repair and return of equipment.
 - Establish a VM program to monitor usage of packaging supplies and material on a yearly basis, including a reorder cycle.
 - Develop a purification program to improve the viability of the ICS database prior to implementation of LIMS.
- STAT
- [REDACTED]

- In cooperation with P&PD, prepare a briefing motion-picture film on Supply Division organization/activity at Headquarters and in the field.
- STAT
- [REDACTED]

- Update GSA-leased vehicle inventory and establish vehicle records in the FARS minicomputer system for financial tracking in conjunction with OF.
- STAT
- [REDACTED]

- Establish with a major customer of Logistics the capability to remotely and electronically input directly to the ICS stock issues.